

REPORT

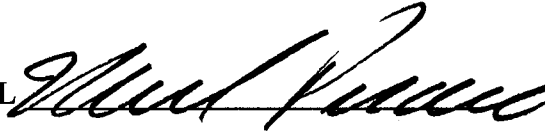
TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
Email: mehta@scag.ca.gov

SUBJECT: Approval of Contracts Over \$25,000

DATE: August 9, 2004

EXECUTIVE DIRECTOR'S APPROVAL



RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The Following Consultant Contracts are Recommended for Approval:**

Managing Excellence Consulting Services	NTE \$ 150,000
University of Southern California	NTE \$ 120,000
- **The following Subregional Consultant Contract is Recommended for Approval:**

Kaku Associates	NTE \$ 49,999
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FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.



CONSULTANT CONTRACT

Consultant: Managing Excellence Consulting Services (MECS)

Scope: The Consultant will provide on going AIX modeling support.

The Consultant will work with staff to modify software source code as needed; develop utility programs for the modeling sequence; resolve Modeling staff's technical questions; maintain the UNIX System Administration; and upgrade the AIX operating software and conversion of programs and utilities to the next generation modeling system.

Contract Amount: Total not to exceed (3-years) \$150,000
MECS (prime) \$150,000 (\$50,000/year)
(No subcontractor)

Contract Period: October 1, 2004 through June 30, 2007

Work Element: 05-840.SCGS1 ..\$ 50,000 (Funding source: Indirect Overhead)
0X-XXX .. \$100,000 (Funding source: Indirect Overhead,
subject to approval of SCAG's
future budgets)

Request for Proposal: SCAG staff mailed postcards to 32 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-019. The RFP was also posted on SCAG's web site. One proposal was received in response to the solicitation:

Managing Excellence Consulting Services \$150,000

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Chao Wei, Modeling Manager, Caltrans, Dist. 7
Deng Bang Lee, Manager of Modeling, SCAG
Teresa Wang, Senior Modeling Analyst, SCAG
Guoxiong Huang, Senior Modeling Analyst, SCAG

Basis for Selection:

The PRC recommends Managing Excellence Consulting Services (MECS) for the contract award because of MECS's unique and unsurpassed skills in the area of AIX modeling support, successful completion of numerous similar projects, impressive responses to the questions during the interview, and excellent past performance and track record on modeling exercises and deliverables. In addition, the PRC was very pleased with MECS's reputation for completing work ahead of schedule. MECS has provided these services to SCAG for the past three years.

Memo to File

Since only one proposal was received, SCAG Contract staff conducted a random survey of the potential bidders who were sent notification of the RFP release. Following responses were received and documented:

(Names of the firms surveyed are not displayed to maintain their privacy)

Firm #1 - Left voice mail. No one returned the call.

Firm #2 - They normally do receive SCAG RFP postcards but did not remember receiving this one. Verified address and other information which was correct in SCAG's SAP vendor database.

Firm #3 - They did not receive the postcard because they have recently moved. Postcard "returned to sender." Company has merged with other firm and firm's name has changed. Staff sent them new vendor application form to update the vendor database.

Firm #4 - Left voicemail. No one returned the call.

Firm #5 - Received RFP post card but this type of work is out of scope for their expertise and knowledge base.

Firm #6 - Phone number no longer in service. Postcard "returned to sender."

Firm #7 - They received RFP postcard but their company is located outside of California and too far away to support this kind of work for this amount of money.

Based on the above survey result, staff determined that re-releasing the RFP may not yield additional proposal due to the highly technical and specialized nature of work. Scope of work also requires Consultant to visit SCAG office two to three times a week to perform the services for which budget is relatively small. Staff recommends the contract award to MECS.

CONSULTANT CONTRACT

Consultant: University of Southern California (USC)

Scope: The selected institution will provide student interns on a daily basis to assist SCAG's GIS staff in responding to internal staff requests and other projects of Overall Work Program (OWP). Duties include but are not limited to the creation of maps, editing of large databases, geocoding data, spatial data analysis, data conversion, as well as urban planning assignments.

Contract Amount: **Total not to exceed (3 Years)** **\$120,000**
USC \$120,000 (\$40,000/year)
(no subcontractor)

Contract Period: October 1, 2004 through June 30, 2007 (Three Years)

Work Element: 05-040.SCGC1\$40,000 (Funding Sources: Consolidated Planning Grant – FTA & TDA)
0X-XXX\$80,000 (Funding Sources: Consolidated Planning Grant – FTA & TDA, subject to Approval of SCAG's future budgets.)

Request for Proposal: SCAG staff mailed postcards to the five local universities and colleges to notify them of the release of RFP No. 05-018. The RFP was also posted on SCAG's web site. The following proposal was received in response to the solicitation:

USC (no subcontractor) \$120,000 (3-years)

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interview was held with the offeror.

The PRC was comprised of the following individuals:

Shahab Rabbani, Project Manager, SCAG
Richard Mader, Lead GIS Analyst, SCAG
Paul Burke, Senior Transportation Analyst, SCAG
Pablo Gutierrez, Project Manager, SCAG
David Sosa, Chief, Regional Planning and LARTS, Caltrans Dist. 7

Basis for Selection:

The PRC recommends University of Southern California (USC) for the contract award because of USC's innovative approach to project management, impressive responses to the questions posed during the interview, and excellent past performance record. USC's GIS Lab has the capability to train students on site and provides a consistent level of student interns support at SCAG's downtown office throughout the contract period. The USC project coordinator will be the primary person responsible for the recruitment, retention, and replacement of student interns. The USC GIS Lab's Ph.D. students have extensive experience of ESRI software. USC presentation received high evaluation scores from the PRC. USC also provided student interns services to SCAG for past three years.

Initial contract will be awarded for one-year period with an option to renew for additional two years (total three years).

Memo to File

Since only one proposal was received, SCAG Contract staff surveyed all of the four potential bidders who were sent notification of the RFP release but did not submit the proposal.

Following responses were received and documented:

(Names of the Colleges and University surveyed are not displayed to maintain their privacy)

Institution #1 – They do not recall receiving the RFP post card. It was verified that post card was mailed to the correct address including appropriate department name.

Institution #2 – Due to the summer, no students are on campus, would not respond during this time of the year.

Institution #3 – Left voice mail, no response provided.

Institution #4 – Left voice mail, no response provided.

Based on the above survey results, staff determined that re-releasing RFP may not yield additional proposal. Also USC's geographical location and close proximity to downtown SCAG office allows student interns to travel using 'DASH' shuttle with-in minutes during their regular semester. Other campuses were located about 20 to 30 miles away from SCAG, which may pose a challenge for student to travel on a regular basis. USC has successfully provided these services for the past three years. This project is mainly for the mutual benefit rather than for receiving any huge financial gain. Staff recommends this contract award to USC.

SUBREGIONAL CONSULTANT CONTRACT

Consultant: Kaku Associates

Scope: The Consultant will work cooperatively with Caltrans, LADOT, LACMTA, and the public utilizing a Project Steering Committee (PSC) to develop a series of analyses of current conditions and future improvements in and around the I-10/Robertson intersection with the goal of facilitating multi-modal connections. This work is intended to build upon the 2004 Westside Mobility Study and lay the groundwork for inclusion in the next Regional Transportation Plan and in MTA's Long Range Transportation Plan.

Contract Amount:

Total not to exceed	\$49,999
Kaku and Associates (prime)	\$39,499
Nelson/Nygaard (subcontractor)	\$10,500

Contract Period: September 2004 through June 30, 2005

Work Element: 05-060.WSTC1 \$ 49,999 (Funding source: FTA)

Request for Proposal: SCAG staff mailed postcards to 240 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-021. The RFP was also posted on SCAG's web site. The following two proposals were received in response to the solicitation:

Aztec Engineering (1 subcontractor)	\$49,996
Kaku and Associates (1 subcontractor)	\$49,999

Selection Process: The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following individuals:

Ellen Gelbard, Assistant Director, Planning and Community Development, Westside Cities, City of Santa Monica
Alexandra Howard, Assistant Planner, Westside Cities, City of Culver City,
Aaron Kunz, Deputy Director/Transportation, Westside Cities, City of Beverly Hills

Dennis Woods, Transportation Planner, Westside Cities, City of
West Hollywood,
Liberty San Agustin, Transportation Planner, Caltrans Dist. 7
Anthony Loui, Project Manager, LACMTA
Jay W. Kim, City of Los Angeles
Sina Zarifi, Senior Regional Planner, SCAG

Basis for Selection:

The PRC recommends Kaku Associates (Kaku) for contract award because of Kaku's familiarity with the project area and surrounding conditions, as demonstrated by their completion of the Westside Mobility Study for the nascent Westside Cities COG last year. They have successfully completed numerous similar projects, including LACMTA Community Linkage studies along the Pasadena Gold Line and in Little Tokyo. Kaku also gave impressive responses to the questions posed during the interview and they have an excellent past performance record.

Kaku demonstrated a thorough understanding of one of the Westside Cities' main goals, which is to identify discrete projects in the vicinity of the I-10/Robertson intersection that can be included in next Regional Transportation Plan and in MTA's Long Range Transportation Plan.